



Create change.

DBA PROGRAM

LEARN MORE

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To learn more or apply
to the Olin DBA program,
visit olin.wustl.edu/dba.



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INTRODUCTION

Washington University in St. Louis is one of the nation's leading research institutions and is committed to excellence in teaching as well as scholarship. The Doctor of Business Administration (DBA) program —offers a collaborative atmosphere centered on industry-relevant applied research. This advanced graduate program crosses traditional boundaries and provides students the opportunity, under the guidance of Washington University faculty, for structured coursework along with focused, independent scholarly reading and research on important issues relating to business.

The Olin DBA is a 72-credit-hour doctoral degree designed for individuals with a serious interest in research who wish to pursue graduate study. The DBA differs from a traditional PhD and extends beyond the fundamental foundation of a master's degree to develop the necessary skills to conduct applied research. The DBA differs from a master's degree and a PhD in a number of ways, including the scope of study, the approach to research, and essentially the definitive outcome.

The Olin DBA is a practitioner's doctoral degree designed to meet the needs of the *researching professional* rather than the *professional researcher*. Whereas a PhD is intended for those who wish to pursue research careers in academia, the DBA is extended graduate study beyond a master's degree for those who wish to pursue careers in corporations, consulting firms, or government agencies and who therefore can benefit from advanced research skills in analyzing business problems. The research capabilities developed in the DBA program are of a more applied nature, with more immediate real-world applicability than typical research pursued in the PhD program.

CORE VALUES

Our shared values bond us together and inform the actions of everyone at Olin. These values are grounded in our heritage and will guide us in our second century of providing exceptional business education.

- **Excellence**—We have an unwavering commitment to excellence in all that we do, continually striving to provide the highest level of educational experience, learning opportunities, and research.
- **Leadership**—Olin cultivates a leadership mind-set, infusing students with both the value of acting responsibly and the desire to make an impact in whatever path they pursue.
- **Integrity**—Our Midwestern heritage is the cornerstone of our character—we are honest, hardworking, authentic, loyal, and supportive.
- **Collaboration**—Our culture fosters a collaborative community that creates innovative ideas, unique opportunities, and strong personal bonds.
- **Diversity**—We embrace the diversity of individuals, cultures, ideas, and opinions for the richness it brings to our school.
- **Respect**—We appreciate everyone for their opinions and contributions, regardless of position or status, and show each other respect at all times.

PROGRAM ADMINISTRATION

Doctoral Committee

The Doctoral Committee is responsible for the development and management of doctoral programs. Members include a faculty member from each academic area. The Doctoral Programs Office supports and executes the policies, procedures, and initiatives established by the Doctoral Committee.

Stephen Ryan (Chair), Senior Associate Dean of Doctoral Programs and Myron Northrop Professor of Economics

David Ahn, Professor of Economics

Jon Bogard, Assistant Professor of Organizational Behavior

Seth Carnahan, Associate Professor of Strategy

Edwige Cheynel, Associate Professor of Accounting

Cynthia Cryder, Associate Professor of Marketing

Armando Gomes, Associate Professor of Finance

Song Yao, Professor of Marketing

Dennis Zhang, Associate Professor of Supply Chain, Operations, and Technology & Associate Professor of Marketing (Courtesy)

Mark Leary, (Ex Officio), Co-Vice Dean of Faculty and Research & Professor of Finance

Jessica Hatch, (Ex Officio), Assistant Dean and Director of Doctoral Programs

Admissions

Applicants must submit a complete application through the online application system by the posted deadline. Application materials include copies of transcripts, a current GMAT or GRE score report, current TOEFL or IELTS score report, letters of recommendation, essay questions (considered statement of purpose), resume/CV, writing sample (optional) and application fee.

Academic Calendar

The DBA program follows the academic calendar set by Olin Business School and Washington University. Calendars are published online and include important dates such as the first day of classes, fall and spring breaks, as well as holidays. Visit

<https://registrar.wustl.edu/academic-calendars//>

Olin Graduate Student Code of Professional Conduct

The Code of Professional Conduct (“the Code”) is meant to encourage and clarify appropriate classroom, interpersonal, and extra-curricular etiquette that is expected of each individual by their peers, the faculty, and the institution. It is also intended to help describe the overall environment of excellence and professionalism that all members of the Olin community seek to establish and to continually enhance. It is the responsibility of each member of the Olin community to uphold the spirit, as well as the principles of the Code of Professional Conduct.

In keeping with these shared expectations, Olin graduate students are expected to conduct themselves at all times in a professional manner.

Professional behavior includes, but is not limited to, the following items:

In the classroom

- **Attendance:** Students are expected to attend each class session. Students who must miss a session for any reason should make every effort to notify the instructor prior to the class meeting. Informing faculty or seeking ex post permission after missing a class or portion of a class is unacceptable behavior and is subject to academic sanctions. Students should never register for courses scheduled in conflict with one another.
- **Punctuality:** Students are expected to arrive and be seated prior to the start of each class session.
- **Behavior:** Classroom interaction will be conducted in a spirited manner, but always while displaying professional courtesy and personal respect.
- **Preparation:** Students are expected to complete the readings and other assignments prior to each class session and be prepared to actively participate in class discussion.
- **Distractions:**
 1. **Exiting and Entering:** Students are expected to remain in the classroom for the duration of the class session unless an urgent need arises or prior arrangements have been made with the professor.

2. Laptop, Tablet, and Other Electronic Device Usage: Students are expected to use laptops, tablets, and other electronic devices only with the instructor's consent and for activities directly related to the class session. Accessing e-mail or the Internet during class is not permitted, as this can be distracting for peers and faculty.

3. Smart/Mobile Phone Usage: Students are expected to keep their mobile phones turned off or have them set on silent/vibrate during class. Answering phones while class is in session is not permitted.

4. Other distractions-specifically identified by individual instructors, such as eating in the classroom.

Outside the classroom

- Students are expected to conduct themselves responsibly and professionally when dealing with all members of the Olin and Washington University communities as well as in the career search process, at club activities, networking events, job interviews, and other functions where they are representing the Olin community.
- Facilities: Students are expected to help maintain the appearance and the functionality of the building, classrooms, and other facilities.

Students are expected to abide by the University Student Conduct Code:

[University Student Conduct Code - Washington University in St. Louis \(wustl.edu\)](https://wustl.edu/students/conduct)

Academic and Professional Integrity

DBA students are required to espouse academic integrity in all areas of their academic and research activities. Students are responsible to review and understand [Integrity matters. Olin Business School Code of Conduct](#). In addition, the Doctoral Programs emphasizes the importance of attributing any material you use in assignments or research papers to the original Olin Business School source, and to check with the relevant faculty whenever in the slightest doubt. Falsifying or misrepresenting data or using material (including code, empirical or simulation results and theoretical results and proofs) developed by others without full attribution are considered serious offenses.

Email Communication

Email is the mechanism for official communication with students at Washington University. Students are expected to read email communications from the university in a timely manner. All students receive an individually assigned University email address. The University is not responsible for email forwarded to any other address. A student's failure

to read official University communications sent to the student's University email address does not absolve the student of responsibility for awareness of and compliance with the content of the official communication.

Program Time Limit

The DBA program is designed to be completed in the designated time period. Full-time students should complete the program in 4 years and part-time students should complete in six years.

Students in doctoral programs have seven calendar years, starting on the date of their first registration in a graduate degree program at Washington University, to complete the degree requirements. Extension of the period of doctoral study may be granted on an annual basis if circumstances warrant. To request an extension, Olin DBA students must submit a written request and receive approval from the Doctoral Programs Office.

Leaves of Absence

If a student is unable to participate fully in the DBA program, they may take a leave of absence. A medical leave of absence is available to support students as they receive treatment for a health condition. Students considering a medical leave should carefully review the [University medical leave of absence policy](#) and meet with the Assistant Dean and Director of Doctoral Programs. Students may also request a personal leave of absence. Personal leaves will be reviewed for approval by the Senior Associate Dean of Doctoral Programs. International students should consult their OISS advisor on the potential visa implications of a leave of absence.

DEGREE REQUIREMENTS

Requirements for DBA Degree

The completion of the DBA in Finance program requires 72 credit hours of graduate coursework. In addition, DBA students must maintain satisfactory academic progress; must pass examinations and complete paper requirements; and must write, submit, and defend a doctoral thesis. All full-time students are expected to finish the program within four years; part-time students must finish the program within six years.

The program includes coursework and a written doctoral thesis, which are assigned the following credits:

- 48 credit hours for required and elective coursework

- 12 credit hours for independent study courses and additional directed reading courses
- 12 credits for doctoral thesis work

Accounting for Prior Studies

- Students with relevant graduate-level degrees may be given credit toward a DBA degree based on their prior studies at the discretion of the program academic director. Specifically:
- For students with other relevant master's degrees, up to 12 credits can be transferred

Satisfactory Academic Progress

The following are the minimum standards of satisfactory academic progress for DBA students. Failure to meet these standards will result in review by the Doctoral Committee and possible probation or dismissal.

- Students are expected to earn a “B” or higher in all 500-level courses. Courses with grades lower than a “B” will not count towards the 72-credit requirement. Students who receive lower grades, including falling below a 3.0 GPA, will be reviewed by the Doctoral Committee and may be subject to probation or dismissal.
- Students must complete all required core courses unless they receive written approval to waive a course. Requests will be reviewed and approved by the area faculty coordinator.
- Full-time students should register for 9-12 credit hours per semester. Part-time students must register for a least 3 credits per semester.
- During any semester, students may not carry more than 9 credit hours for which a grade of “I” (incomplete), “X” (final examination missed) or “N” (not submitted yet) is recorded. Grades of “I” or “N” must be cleared withing one-semester from the end of the course.

Satisfactory Academic Progress for Title IV Federal Financial Aid

The minimum GPA requirements needed to maintain eligibility for Satisfactory Academic Progress are dictated by your specific program of study. In each case, per the requirements of 34 C.F. R. 668.34(a) (4(ii), the program requires a minimum of a C average to maintain eligibility for aid, but any specific program may have a higher minimum GPA for

federal Satisfactory Academic Progress. Olin Business School requires a 3.0 minimum GPA.

GRADING

The following is the interpretation of graduates for coursework in the PhD program:

A	Outstanding	The quality of the work is distinctly superior.
B	Good	Performance is satisfactory and represents the academic attainment expected of promising candidates. However, coursework receiving a grade of “B-” or below is not counted toward the degree.
C	Unsatisfactory	Poor quality of performance that falls short of satisfactory. Units of credit with a grade of “C” must be matched by an equivalent number of credits with a grade of “A.” Coursework with a grade of “C” is not countered toward the degree.
F	Fail	The student will be placed on academic probation. Coursework with a grade of “F” is not counted toward the degree.
N/I	Incomplete	A grade of “N” is recorded when otherwise satisfactory work in a course is not completed. After twelve months, an unchanged “N” becomes a permanent part of the student’s record and may not be changed. Students with more than nine units of “N” or no grades reported are not permitted to register for courses.

All academic areas require passing grades for coursework.

CURRICULUM

DBA in Finance

The curriculum includes foundation courses, required courses, and elective courses.

Foundation Courses

Depending on their academic background, students may be required to enroll in one or more foundation courses on entering the DBA in Finance program. Credits for these courses are not applied toward the DBA degree. The three foundation courses, which are offered in August, are:

<i>Number</i>	<i>Course</i>	<i>Credit Hours</i>
FIN 510	Introduction to Finance	2

ACCT 560	Introduction to Financial Accounting	2
ACCT 562	Intermediate Accounting	2

The required courses provide the student with basic knowledge in all major aspects of finance: investment and asset-pricing of equity, fixed income, and derivatives; corporate finance (valuation and financing); and financial intermediation. The required courses also provide basic knowledge in microeconomics, financial statement analysis, and statistical and empirical methods.

Required Courses (27 credits)

<i>Number</i>	<i>Course</i>	<i>Credit Hours</i>
MEC 5400	Managerial Economics	3
MEC 5410	Managerial Statistics (or an equivalent course)	2
FIN 532	Investment Theory	1.5
FIN 525	Fixed-Income Securities	1.5
FIN 524	Options & Futures	1.5
FIN 534	Adv. Corporate Finance I – Valuation	1.5
FIN 534B	Adv. Corporate Finance II – Financing	1.5
FIN 521	Financial Intermediation	1.5
ACCT 503	Business Analysis – Financial Statements	1.5
ACCT 503B	Adv. Business Analysis – Financial Statements	1.5
MEC 537	Data Analysis Forecasting & Risk Analysis	3
FIN 560A	Research Methods in Finance	3
	Directed Reading in Finance	3
HRM B53 660	Seminar in Presentation Skills	1

Elective Courses (minimum 21 credits)

<i>Number</i>	<i>Course</i>	<i>Credit Hours</i>
FIN 500J	Mathematical Foundations for Finance	1.5
FIN 538	Stochastic Foundations of Finance	1.5
FIN 550	Numerical Methods and Optimization in Finance	1.5
FIN 532B	Data Analysis for Investments	1.5
FIN 527	Financial Markets	1.5

FIN 523B	Mergers & Acquisitions	1.5
FIN 524B	Derivative Securities	1.5
FIN 534C	Advanced Corporate Finance III – Frontiers of Valuation	1.5
MEC 540	Money, Capital Markets & Economic Growth	1.5
FIN 530	International Finance	1.5
FIN 533	Real Option Valuation	1.5
FIN 537	Adv. Derivative Securities	3
FIN 539	Mathematical Finance	3
FIN 551	Adv. Fixed Income and Credit-Risk Modeling	1.5
FIN 552	Fixed-Income Derivatives	1.5
FIN 549H	Special Topics: Real Estate Finance	1.5
FIN 500P	Computer Programming for Quantitative Finance	3
FIN 500R	Topics in Quantitative Finance	3
FIN 500Q	Risk Management	3
FIN 648	Independent Study	3

You may take any other graduate-level (500 and above) course as an elective with the approval of the Doctoral Programs Office and the course

DBA in Marketing-Quantitative Track

Required Courses (28 credits)

<i>Number</i>	<i>Course</i>	<i>Credit Hours</i>
MKT 577	Marketing Strategy	3
MKT 571A	Market Research	1.5
MKT 571B	Advanced Marketing Research	1.5
MKT 500S	Predictive Analytics for Business Decision-Making	3
MKT 500T	Customer Analytics Using Probability Models	3
MKT 555A	Data Analysis for Brand Management	1.5
MKT 555	Analytics-Driven Brand Management	1.5
MKT 670	Seminar in Marketing Management	3

MGT 620	Empirical Methods in Business (first part of the two-year sequence)	3
MKT 679	Directed Readings in Marketing (taken twice)	3
HRM B53 660	Seminar in Presentation Skills	1

(Depending on the knowledge on quantitative methods in marketing, students may request to replace the above required courses by more advanced graduate level courses. Faculty approval is required.)

Elective Courses (minimum 20 credits)

<i>Number</i>	<i>Course</i>	<i>Credit Hours</i>
B55 MKT 678	Independent Study in Marketing	Variable credit
MATH 420	Experimental Design	3
Pol Sci 581	Causal Inference	3
Econ 5161	Applied Econometrics	3
Econ 5121	Advanced Quantitative Methods in Economics	3
MEC 625	Industrial Organizations I	1.5
MEC 626	Industrial Organization II	1.5
MEC 661	Analysis of Time Series Data	3
MEC 670	Seminar in Econometrics	3
MGT 620	Empirical Methods in Business (second part of the two-year sequence)	3
MKT 673	Analytical Modeling in Marketing	1.5
MKT 675	Empirical Methods in Structural Modeling	1.5
MKT 601	Consumer Behavior I	1.5
MKT 602	Consumer Behavior II	1.5
MKT 674	Judgement and Decision Making	1.5
MKT 679	Directed Readings in Marketing	3

**Other Graduate Courses (500 and above): With the approval of the faculty and the instructor of the specific courses.*

DBA in Marketing-Consumer Behavior Track

Required Courses (20.5 credits)

<i>Number</i>	<i>Course</i>	<i>Credit Hours</i>
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MKT 601	Seminar in Consumer Behavior I	1.5
MKT 602	Seminar in Consumer Behavior II	1.5
MKT 576A	Understanding and Influencing Consumer Behavior	1.5
MKT 571A	Marketing Research	1.5
MKT 571B	Advanced Marketing Research	1.5
MKT 679	Directed Readings in Marketing	3 credits (should be taken twice)
Psych 5066	Quantitative Methods I	3
Psych 5067	Quantitative Methods II	3
HRM B53 660	Seminar in Presentation Skills	1

(Depending on the knowledge on quantitative methods in marketing, students may request to replace the above required courses by more advanced graduate level courses. Faculty approval is required.)

Elective Courses (minimum 27.5 credits)

<i>Number</i>	<i>Course</i>	<i>Credit Hours</i>
MKT 678	Independent Study in Marketing	Variable Credit
MKT 577	Marketing Strategy	3
MKT 558A	Pricing Strategies	1.5
MKT 500U	Digital Marketing and Customer Analytics	1.5
MKT 520	Creating and Building Brand Equity	1.5
MKT 559A	New Product Development I	1.5
MKT 559B	New Product Development II	1.5
MKT 647	Judgement and Decision Making	1.5
Psych 5991	Social Cognition	3
Psych 5087	Advanced Cognitive Psychology	3
Psych 5832	Personality and the Self	3
Psych 5012	Selected Topics in Design and Statistics	3

Psych 5011	Research Design and Methods	3
Psych 516	Applied Multivariate Analysis	3
Psych 5453	Introduction to Affective Science	3
Psych 5093	Imagery and Memory	3
Psych 5955	Memory, Emotion and Attitudes	3
Psych 503	Seminar: Experimental Social Psychology	3
Psych 5958	Emotion Regulation	3
MGT 533	Effective Managerial Communication	1.5
MGT 201	Management Communication	1.5
Drama 214	Public Speaking: Embodied Communication	3

** Other Graduate Courses (500 and above): With the approval of the faculty and the instructor of the specific courses.*

DBA in Supply Chain, Operations, and Technology

Required Courses (48 credits)

Number	Course	Credit Hours
B67 5704	Operations Management	3
B67 576	Foundations of SC Management	1.5
B67 577	IT & Supply Chain Management	1.5
B67 500D	Project Management	3
B67 561	Data Science for SCM	3
B67 600C	Translating Research to Management Practice	3
B67 500E	Supply Chain Risk Management	1.5
B67 531	Supply Chain Finance	1.5
B53 620	Empirical Methods in Business (Second part of 2-year sequence)	3
B67 554	Operations Analytics	3
B67 558	Advanced Operations Strategy	3

B57 652	Theory and Research Methods in Inventory	3
B57 653	Stochastic Models for Production & Service Systems	3
B57 654	Inventory & Supply Chain Management	3
B57 657	Research Topics and Engineering Themes in Supply Chain and Revenue Management	3
B57 600A	Optimization Theory and Applications	3
B57 600B	Stochastic Processes	3

**Other Graduate Courses (500 and above): With the approval of the faculty and the instructor of the specific courses.*

FORMAL EVALUATION OF PhD STUDENTS (ACADEMIC MILESTONES)

Policy on Faculty Supervision & Advisement

DBA students are required to be supervised by a principal faculty member in their academic area throughout their enrollment. The area coordinator supervises students in the first two years. In exceptional circumstances, a second-year student may be supervised by an alternate faculty in their academic area. Alternative arrangements must be reported to the program office. By the beginning of the third year, students must report their principal faculty advisor to their area faculty coordinator and the doctoral programs office. At the end of each semester, the principal advisor will submit a written evaluation of progress to be included in the student's academic record. If at any point, a student cannot find faculty to serve as their advisor, members of their research advisory, or dissertation committee, they may be dismissed due to the inability to progress.

Qualifying Field Examination (Comprehensive Exam)

DBA students must take a written qualifying examination to demonstrate their comprehensive knowledge in their academic field within three years of entry to the

program. Typically, students take this exam in the summer after the second year and after completing foundational coursework.

Students who fail the examination may arrange to retake it. Only in unusual circumstances and on written petition to the Doctoral Programs Office, can a student take the examination more than twice. Students who are unable to receive a passing result will be dismissed from the program.

Communication Competency and Course Requirement

The ability to communicate fluently and effectively in English is essential for all DBA students. Students will be evaluated on their communication skills throughout their program by their area faculty. Students found to have communication deficits may be required to participate in remediation which may include courses in the English Language Program or other communication courses or activities.

All students are required to take MGT 660 Seminar in Presentation Skills preferably in their 3rd academic year. The goal of this course is to teach students the basic principles of effective research communication.

Research Advisory Committee

The Research Advisory Committee consists of three tenured or tenure-track Washington University in St. Louis faculty members from the student's academic area. They serve as the first three readers of the dissertation and as members of the student's Dissertation Examination Committee.

Dissertation and Oral Defense

A dissertation is the product of extensive research and presents an original contribution to knowledge in a given field. It documents the doctoral candidate's ability to make substantive contributions to answering a major intellectual question and to communicate research results with professional competence.

General Requirements

After successfully passing the field exam, students will write an extended research paper under the guidance of a faculty member ("faculty advisor").

The expectation is that the scope and depth of the dissertation will be greater than for a master's level thesis but less than for a PhD dissertation. The student will defend his or her dissertation through an oral presentation to a dissertation committee of three tenured or tenure-track faculty members (including the student's faculty advisor). The committee will

assign a passing grade or a failing grade, or will ask the student to make revisions in order to receive a passing grade.

Oral Dissertation Defense and Examination Approval Form

The dissertation must be approved by the Research Advisory Committee before the defense can be formally scheduled and announced. Approval ensures that the dissertation is developed adequately and ready to be brought to defense.

The defense is open to faculty and doctoral students, who may attend as observers rather than participants. Typically, the Dissertation Examination Committee solicits evaluations from the faculty attending the defense before making a decision as to the student's success in defending the dissertation. However, only the Dissertation Examination Committee is permitted to vote.

At least two weeks prior to the defense, the department faculty are informed of the date and location of the defense and the composition of the Dissertation Examination Committee.

Students must submit their written thesis to their committee members at least 30 days before the scheduled defense date. The committee will respond at least 2 weeks before the defense with substantial requested changes. These changes will be expected to be completed and resubmitted to the committee before the defense.

A typical defense follows these procedures:

- Presentation by the candidate lasting about one hour. Candidates are not expected to repeat the details presented in the proposal.
- Committee chair asks for questions from non-committee faculty who are present.
- Chair asks for questions from the Dissertation Examination Committee.
- Chair asks for questions from the Research Advisory Committee.
- Chair excuses all attendees except the Dissertation Examination Committee, which deliberates and determines the success of the defense.
- Upon approval of the defense, all members of this committee, as well as the chair of the department or program, sign the Examination Approval Form.

Examination Approval Form

Upon the successful oral defense of the dissertation, the Dissertation Examination Committee signs the Examination Approval Form. The signed form should be returned to the Doctoral Programs Office as soon as possible. It is recorded in the student's record and file.

DOCTORAL DISSERTATION SUBMISSION

After the defense, the student must submit an electronic copy of the dissertation online to the university. The submission website requires students to choose among publishing and copyrighting services offered by ProQuest ETD Administrator, but the university permits students to make whichever choices they prefer. Students are asked to submit the Survey of Earned Doctorates separately. The Doctoral Programs Office is responsible for documenting the final approval form, signed by the committee members at the defense and then by the program chair or director. Students who defend their dissertations successfully have not completed their PhD requirements; they finish earning their degree only when their dissertation submission has been accepted by the Doctoral Programs Office.

ACADEMIC PROBATION AND DISMISSAL

Except in circumstances that justify immediate dismissal, a student cannot be dismissed on the basis of academic performance without the opportunity to return to good standing during an identified period of probation. The purpose of probation is to: (1) explicitly warn the student of his or her status, (2) provide the student with clear guidelines of the performance that will be necessary to return to good standing, and (3) provide the student with reasonable time to meet these expectations. To meet these objectives, probation normally should be designated for a minimum of three months.

When the probation criteria involve coursework, then the probation period would normally correspond to the semester duration. A student on probation must receive a detailed letter from the program office, stating the reasons for the probation and explicitly identifying the steps necessary for the student to return to good standing by the end of the probation period.

At the end of a first probation, the student may be: (1) returned to good standing, (2) placed on a second consecutive probation, which generally will be for a full semester, or (3) dismissed from the program. A second consecutive probation must be accompanied by a new letter identifying the steps required to return to good standing. While the purpose of the probationary period is to provide the student with time to improve, the decision of the

program at the end of a probationary period could involve immediate notification of dismissal.

At the end of a second continuous probation, the student will be either returned to good standing or dismissed. A third probation will be allowed only if it is not continuous. A fourth probation will not be permitted. A student whose performance would result in a fourth probation will be dismissed immediately. A leave of absence cannot be used by a student to delay or nullify the consequences of a third consecutive or fourth probation.

Notification Procedures for Academic Probation

1. The explanation of academic performance issues leading to probation should be specific (low GPA, failed exam, etc.) and contain a clear statement of what must be done within a specified period in order for the student to return to good standing. This includes probation associated with faculty judgments of research potential, timely progress toward the degree, teaching performance or professional responsibilities. The expectations will be consistent with those held for all students in the program. They must be communicated in writing, accompanied by the opportunity to meet with the designated departmental faculty representatives for a clarifying discussion.
2. If the student does satisfactorily meet the requirements of the probation, a written notice of reinstatement, including the date that the student has returned to good standing, will be provided to the student. Students may be reinstated before the end of the probation period if they have met the requirements for reinstatement.
3. Copies of any letter or e-mail to the student, or summary notes of discussions with the student regarding the student's placement on probation should be placed in the student's file, which the student has the right to review.

Notification Procedures for Academic Dismissal

1. Students who do not meet the requirements of the probation by the specified time and the program recommends dismissal, the faculty coordinator of the student's program will send a request for dismissal. The draft dismissal letter will include the grounds for dismissal, the effective date of dismissal, and advice to the student that voluntary withdrawal from the program is an option.
2. If the student is an international student on a visa, the doctoral programs office will consult with the Office of International Students and Scholars prior to finalizing the dismissal letter. It is often advisable for an international student to withdraw ahead of a dismissal to avoid an adverse impact on future entry to the U.S. Appeal Procedures In cases of probation or dismissal, a student may appeal within 14 calendar days to the

department chair or another designated faculty representative, consistent with Department or Program procedures.

Probation Appeals

Appeals of probation end with the Chair of the department or program. In cases where there is a perceived conflict of interest with the Chair, another member of the department can be designated to address the appeal process for probation or dismissal.

Dismissal Appeals

For academic dismissal decisions, an Olin DBA student may submit a final appeal of his/her dismissal to the Senior Associate Dean of Doctoral Programs. Appeal requests must be initiated at the appropriate level within 14 calendar days of formal notification of probation or dismissal. Responses to appeals generally occur within the next 14 calendar days after the appeal is requested.

Research Assistantship

DBA students may accept hourly paid Research Assistantship (RA) positions with a faculty member. The faculty member pays the doctoral student for each hour of RA work, up to a cap of ten hours per week. The student does not receive academic credit. The faculty member and the student will fill out a form that will be sent initially to the doctoral programs office, who will then liaise with Olin HR for payment. The form will have a concise description of the project and a brief outline of the expected work that the student is to perform. The Research Assistantship is appropriate for research interactions where the student performs a well-defined set of tasks such as data cleaning, data analysis, literature review, code replication, or other research activities under the direct supervision of the faculty member.

Olin Doctoral Research Grant

DBA students in good standing may apply for up to a \$500 grant to support research projects. This funding can be used for purchases such as databases or honorariums for projects involving human participants. Students may only receive one award per fiscal year and applications must be approved by the area faculty coordinator. The Doctoral Programs Office may award up to 10 grants per year. Applications are available upon request.

Travel Reimbursement Policy

Olin Business School is committed to supporting doctoral students in various travel related to their academic progression. Students are encouraged to attend relevant conferences or consortiums when possible. All travel reimbursement requests must go through the doctoral program office including those involving faculty STAR funds.

Eligibility

DBA students in good standing are eligible to request travel approval in accordance with the policy below. Amounts are per fiscal year (July 1-June 30th). Program year is the first day of the fall semester.

DBA students may request travel approval for one trip per academic year. Allowable reimbursement is up to \$600 to attend an academic conference or workshop. If presenting a paper, students may be reimbursed for up to \$1,400 for a domestic conference and up to \$2,400 for an international conference.

Faculty STAR funds should not be used to fund student travel unless a student has been approved for the maximum of eligible program funds and the paper to be presented is co-authored. In these cases, STAR funds are at the faculty's discretion. If approved, the doctoral programs office must be notified.

Application & Approval Process

At least one month prior, the student must submit a Travel Approval Request form that includes estimations of all expenses that will be incurred. The request should include approval from the area faculty coordinator serving as the area representative on the doctoral committee. They should receive approval from the program office before leaving for a trip or paying for any trip-related expenses. If a Travel Approval Request form is not submitted and approved prior to travel, the expenses incurred may not be eligible for reimbursement. Students will receive a decision on the travel request in writing from the program office. Requests should be submitted to [**olinphdtravel@email.wustl.edu**](mailto:olinphdtravel@email.wustl.edu).

The maximum travel reimbursement limit for eligible expenses for a domestic conference is \$1,400 and \$2,400 for an international conference for the 2024-2025 academic year. Any expenses a student incurs over the approved amount are the student's responsibility.

Regarding student travel, the DBA program's goal is to support as much eligible student travel as possible within the funds budgeted for each year. To help stretch limited funds as far as possible, students are expected to travel economically by carefully researching all available travel, hotel, and local transportation options in advance of their trip. As always, when you travel as a WashU student, you are representing your program and school.

Students are responsible to review Olin Business School's travel policies, forms, and documentation requirements on the website: [Accounting Policy Resources & Forms | Finance & Accounting Services | Washington University in St. Louis \(wustl.edu\)](#)

GRADUATION INFORMATION

University commencement ceremonies are held in May and mark the end of the academic year. Olin hosts a school specific graduation ceremony in May. The university hosts an inclusive ceremony in December open to all December graduates. Advanced degrees, however, are awarded three times each year: in August, December, and May. The deadlines for completing all degree requirements, including the electronic submission of the dissertation, in time to receive summer, fall, or spring degrees, are listed in the academic calendar.

A student who has completed all requirements for the DBA and needs certification of this fact before the date of the award may secure a letter of certification from the Doctoral Programs Office; a written or emailed request is required. Diplomas are mailed to the student's post-graduation address. Graduating students should update this in [WebSTAC](#) at the time they file their intent to graduate. Official transcripts are issued by Student Records at no charge, on request by the student. Information regarding these services is available on the Student Records website.

Intent to Graduate

Candidates for a degree must file their "intent to graduate" via [WebSTAC](#) for the semester in which they intend to graduate. Students are not obligated to graduate as intended however, they will need to file a subsequent intent for the semester in which the work will be completed.

OLIN RESOURCES

The Al & Ruth Kopolow Business Library

The Al & Ruth Kopolow Business Library is located on the second floor of Simon Hall. Library resources include database subscriptions, including Bloomberg, S&P, Capital IQ, IBIS World, and Morningstar. An expert team is ready to assist online or in person. To search the full extent of library resources and services, visit [Al and Ruth Kopolow \(Business\) Library - WashU Libraries \(wustl.edu\)](#).

Classrooms, Study Rooms, and Conference Rooms

Required and elective courses offered by Olin Business School are taught in Simon Hall, Bauer, or Knight Hall. Small rooms for students to meet in study groups are available, as are several conference rooms. To reserve a classroom or conference room, email Brittney Morgan, doctoral programs coordinator, at morgan.b@wustl.edu.

Computing Support/Helpdesk

Washington University Information Technology (WUIT) provides the university community with technology that supports and advances the University's missions. For general support, initiate a support or service request by phone, email, or web ticket.

Phone: 314-933-3333 Email: ithelp@wustl.edu Web: [Home \(service-now.com\)](http://www.wustl.edu/service-now.com)

UNIVERSITY RESOURCES

Washington University Libraries

The website for University libraries offers more full-text resources and databases for you to consult plus guides in many subject areas that have been created by WashU librarians.

<http://library.wustl.edu/>

The online catalog includes records for all libraries on campus. You access the catalog directly at <http://catalog.wustl.edu/>.

Habif Health and Wellness Center

Students may purchase student health insurance. The health plan includes on-campus health and counseling services, as well as pharmacy and wellness programs. For more information, visit <https://healthservices.washu.edu>.

TimelyCare Telehealth

WashU students have 24/7 virtual access to telehealth, including TalkNow consultations, 12 free scheduled counseling appointments, as well as psychiatry and medical visits. Students may register for the app at <https://app.timelycare.com>.

Sumers Recreation Center

The Sumers Recreation Center is responsible for recreational facilities and programming on the Danforth campus and is dedicated to providing first-rate health, wellness, and recreational experiences. Programming includes intramural sports programs, sports clubs, and fitness classes and services. For more information, visit <https://washubears.com/sports/recreation>.

Parking

Parking permits are required for all students with cars or motorcycles who drive to campus or live in the residence halls. Permits are available for purchase online for designated parking zones. To learn more, visit <https://parking.wustl.edu>.

UPASS

All full-time students may obtain a free Metro pass for use on both Metro buses and the MetroLink light-rail system. For more information and instructions on obtaining a UPASS, visit http://transportation.wustl.edu/wustlmetro_pass.html.

The Graduate Center

The Graduate Center (TGC) is a resource dedicated to graduate and professional students across all schools at WashU. Resources include programming, events, and room reservations for graduate students. For more information, visit <https://gradcenter.wustl.edu>.

Quadrangle

Quadrangle leases off-campus housing to graduate students, faculty, and staff in some of the most culturally vibrant neighborhoods in St. Louis. Visit <https://quadrangle.wustl.edu/properties/> for more information.